

Thomas A. Swift, Judge
TRUMBULL COUNTY PROBATE COURT
161 High Street
Warren, Ohio 44481
330-675-2521
FAX 330- 675-3024
www.trumbullprobate.org

ADULT NAME CHANGE

What it will cost: The court collects a \$142.00 deposit when the application is filed. You may call the court with your case number prior to the hearing to find out what the approximate balance due will be.

What it will do: The name change, once approved, will change your legal name. It will not change the name that is on your birth certificate. Usually a certified copy of the name change will accompany the birth certificate to show a legal change of name has been granted.

What to expect: You will need to complete the one-page application. *Please note: You must be a resident of Trumbull County for at least one year prior to filing the application for a name change.* Please type or print legibly in blue or black ink and sign the application; this is an official court document. If you use a middle name, do not forget to include it on the application. A certified copy of your birth certificate is required. If you are restoring your maiden name after a divorce, a certified copy of your divorce decree is also required.

Once the application has been accepted for filing, you will be contacted within one to three days by the assignment clerk with a hearing date. The hearing will be approximately two months from the date the application was filed.

On the day of the hearing, you will come to the Probate Court. The hearing lasts approximately fifteen minutes and will be before a magistrate. The magistrate will make a recommendation and you will know the outcome of the hearing at that time.

If the name change is granted, you will be provided a certified copy of the judgment entry upon payment of the balance of court costs due. There is a \$1.10 charge for each additional certified copy of the judgment.

If you have any questions, please do not hesitate to contact the court. Although the clerks are prohibited from offering legal advice, we will gladly assist you with clerical questions.

WEBCHECK INSTRUCTIONS

1. The Trumbull County Sheriff's Department shall run a criminal background check, using the WEBCHECK system, on all prospective adoptive parents and on applicants for guardianships, estates, name changes or trusts as determined by the Court.
2. Upon completion of the attached WEBCHECK form, the applicant shall take it to the Trumbull County Sheriff's Department, located at 150 High Street, 330-675-2540. WEBCHECKS are conducted on Tuesday's from 7:30 am to 11:30 am and from 1:00 pm to 2:30 pm.
3. The fee to conduct a WEBCHECK is \$25.00 for BCI checks (the entire state of Ohio), the fee shall be paid by the applicant to the Sheriff's Department at the time of the check. The fee is payable in **cash or money order only. If the applicant has not lived in the sate of Ohio for the past five years, a federal check shall be administered. The cost to conduct a federal check is an additional \$30.00 for a combined fee of \$55.00.**
4. In addition to the money and WEBCHECK form, the applicant must also bring their driver's license.
5. As the applicant, it is very important to have the WEBCHECK administered, since a hearing will not be held until the results of the WEBCHECK have been received by the Probate Court.

JUDGEMENT ENTRY SETTING HEARING AND ORDERING NOTICE

The Court orders this application set for hearing on the _____ day of _____, _____, at _____ o'clock _____.m. The applicant is ordered to cause notice of the application to be given by one publication in a newspaper of general circulation in this county at least thirty (30) days prior to the hearing date as required by law.

Probate Judge

By: _____
Deputy Clerk